

FORMS FILES

1. The Forms File is divided into two parts, one is a functional arrangement of authorized forms and the other a numerical arrangement. At present when a form has been determined obsolete the copies are removed from the file and destroyed. As the Organization and Methods Service is the Agency office of record for forms this procedure leads to the destruction of Agency records which are of continuing value. It is therefore, recommended that one copy of all approved forms be filed in the central Subject File as they are received from Printing and Reproduction Division. The forms should be filed chronologically by date received and retired to the CIA Records Center periodically with the balance of the Subject File of that period. If this recommendation is adopted the material in the Forms File could be destroyed in accordance with disposal standards now in process of development.

2. To be more economical and to standardize filing supplies a legal size, straight cut, plain tab, non-reinforced, 9 $\frac{1}{2}$ point kraft folder should be used.

3. All correspondence and other records that do not pertain to a specific form, such as forms surveys, procedures, and reports, should be filed in the central Subject File.

RESTRICTED
Security Information